

GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES
AND SERVICES FROM THE HANDICAPPED
P. O. Box 745
Institute, West Virginia 25112

Minutes

February 26, 2003
F. Ray Power Building, Small Conference Room
West Virginia Rehabilitation Center
Institute, West Virginia

ATTENDANCE: Ken Kennedy, Dennis Miller, Lee Dixon, Linda Maniak, WVARF: Steve King, Craig Greening, Chris Miller. Guests: Sherry Easter, Nutrition Services, Gloria Cox and Carl Mayfield, S. W. Resources .

Absent: Everette Sullivan, Donna Prunty, and Karen Byrd

APPROVAL OF MINUTES: Dennis Miller moved to accept the January Minutes as submitted. Motion seconded by Linda Maniak. Motion carried.

FINANCIAL REPORT: Ken reported that he had requested an additional \$1,000.00 from the Department of Administration, for printing and contractual, for Fiscal Year 2003. He reported that Linda Lyter had indicated that we would be receiving the additional monies, which would leave a balance of 1,960.64.

REPORT OF CHAIRMAN: No report.

REPORT OF EXECUTIVE SECRETARY: No report.

REPORT OF WVARF EXECUTIVE DIRECTOR:

- 1. Legislative Breakfast Report:** Steve indicated that he requested from the Legislature that the budget be retained.
- 2. Legislative Video:** Steve King showed a video to the Committee which showed some of the things that the programs entailed.
- 3. Federal Regulation versus State Law Issue:** Steve indicated that WVARF had lost the Food Service Contract due to the bidding process; however, the contract has not been awarded at this point. WVARF has obtained legal services for advice on this issue.
- 4. Mail Presort Contract Update:** Steve reported that everything is going well with the Presort Contract. However, they are trying to decide whether to keep the

Chairman: Lee Dixon

Members: Linda Maniak, Ken Kennedy, Donna Prunty, Dennis Miller, Everette Sullivan
Ex Officio Members: Karen Byrd, Executive Secretary, Stephen King, Executive Director, West Virginia
Association of Rehabilitation Facilities

contract or to place it with one of the workshops. He indicated that the Executive Committee had recommended that WVARF keep the contract indefinitely. However, since this contract, as with any state use contract, should be operated in accordance with a rehabilitation program emphasis, it should probably be reassigned as soon as practical to a qualified participating CRP. Steve King stated while WVARF could develop the means to administer the contract as required, it is not the mission of the CAN to do so, and it would compromise its responsibility as a broker of work to qualified CRPs who maintain a workforce of individuals with disabilities. Lee Dixon commented that his personal view was that reassigning the contract was the correct action to take.

5. Daily Mail Newspaper Article: Copy of an article was provided to the Committee, which indicates that WVARF was ranked in the top 40 of vendors that provided services to the State in 2002. They reported over \$10.5 million in business with the State.

Steve informed the Committee that Tim Morris, Director of Marketing for WVARF, had resigned his position with them, and they would be filling the position.

CONTRACTS:

Contract Complaints – Craig Greening indicated that the Tax Department, ABCA, and the Insurance Commission had complaints regarding Green Acres supply of water. He indicated that Green Acres had changed their method of delivery and they were giving them an opportunity to fix the problems, and they would be monitoring them closely.

Ken Kennedy suggested that other water resources be explored in the event that Green Acres does not work out. He also suggested that the Northern part of the State be explored for distribution of water in that area.

The Committee asks that the CNA send out a Customer Satisfaction Survey to 10% of the customers to see if the taste of the water is satisfactory. Ken, I'm sure this is not worded right.

Ken Kennedy made a motion that the survey be sent, and Dennis Miller seconded the motion; motion carried.

Contract Presentations – Craig Greening distributed handouts on the following new contracts and made brief comments:

1. Non-reoccurring State Use Projects Report
2. DOH District 10 Interstate Building -- Princeton
3. DMV – 1606 Washington, Charleston
4. Rehab Center Snack Bar – Institute
5. Rehab Center “E” Building – Institute

Craig Greening provided handouts of three renewal contracts, and gave an update.

1. Liquid Hand Soap
2. Air Quality – Wheeling
3. BEP – Elkins (Modification)

Dennis Miller moved to accept the new and renewal contracts as submitted. Linda Maniak seconded the motion. Motion carried.

OLD BUSINESS:

1. Gross Revenues/Aged Receivables:

Chris Miller provided a handout showing gross revenues and aged receivables. He reported gross revenues from WVARF contracts to date are \$4,685,085. Aged Receivables 61 days and over are 18.42% or \$191,556.

He reported that this is comparative to last year. The agency responsible for the larger percentage of the Aged Receivables is the West Virginia Division of Rehabilitation Services.

2. Legislative Rule Status:

Steve updated the Committee regarding the progress the Legislative is making with the proposed rule change on “Qualifications for Participation”. He also informed that a separate senate bill was introduced by the senate judiciary committee to make the original State Use Code agree with the rules and subsequent code sections.

3. Planning Meeting to Develop Goals and Direction of Program:

Steve King provided the Committee with a draft agenda which suggested topics for the planning meeting, and suggested that the meeting be separate and apart from the regular State Use meetings to allow time for brainstorming and discussion.

It was agreed that March meeting be used for that purpose due to the shortage of monies. The time will be from 9:30 to approximately 3:45.

4. DHHR Warehouse/fulfillment Contract Follow-up:

After extensive discussion which includes representatives from SW Resource, the Committee directed the CAN to prepare a letter to Purchasing (Karen Byrd) registering the Committee's concern regarding the status and lack of movement with this contract.

NEW BUSINESS:

1. Application from Prestera Center for Mental Health Services, Inc.: Craig Greening reported that Prestera Center has taken over many programs for Shawnee Hills. They have met requirements and are an acknowledged vendor.

Ken Kennedy made a motion that Prestera Center be approved as an acknowledged vendor; Dennis Miller seconded the motion; motion carried.

2. Procurement List – Purchasing Division New Procedure: This issue was tabled until Karen Byrd is present.

OTHER BUSINESS:

There being no other business, **Ken Kennedy made a motion to adjourn. Linda Maniak seconded. Motion carried.**

The next meeting is scheduled for March 19, 2003, 9:30 a.m. in the Small Conference Room at the Rehabilitation Center, Institute.